



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NO: VA-10-014**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Customs and Shipping Supervisor  
**OPENING DATE:** Monday, July 19, 2010  
**CLOSING DATE:** Monday, August 2, 2010 - max. 4:30 p.m.  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-9

**In-house candidates must apply through their supervisors.**

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking a qualified individual for the position of Customs and Shipping Supervisor in the Executive office at USAID Juba.

**BASIC FUNCTION:**

As supervisor of customs and shipping the employee coordinates the activities of the unit. He/She is responsible for customs clearance, supervising packing and unpacking, obtaining shipping bids, acquisition and disposal of vehicles, and all correspondence with the Government of Sudan on customs and shipments

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**--Education:**

Diploma in Business Administration or related field is required.

**--Prior Work Experience**

3 to 5 years experience in shipping and customs clearance along with other logistics function is required. At least two years of this experience should have been in position in a US, international, or UN/NGO organization in an English-speaking environment.

**--Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

**--Skills:**

Must possess the skills to interpret complex laws and regulations and apply these to specific situations. Incumbent must have sufficient tact and language facility to deal with all levels of personnel as well as senior officials of the host government:

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.  
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.  
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

**ADDITIONAL SELECTION CRITERIA:**

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

**TO APPLY:** Interested individuals for this position should submit the following to either USAID Khartoum or USAID Juba or the application will not be considered:

Application form for Federal Employment and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above to USAID EXO/Human Resources Office in Khartoum. USAID Khartoum is located at the US Embassy Compound in Soba.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

**POINT OF CONTACT:**

Human Resources Office

USAID - Khartoum

E-mail: [khartoumusaidhr@usaid.gov](mailto:khartoumusaidhr@usaid.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*

*The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*